

UCAN Mini Grants

FY 11

July 1, 2010 – June 30, 2011



Due March 11, 2010

5:00 p.m.

Utah Department of Health
Comprehensive Cancer Control Program

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Timeline

Mini Grant Application Released: February 11, 2010

Mini Grant Application Due: March 11, 2010, 5:00 p.m.

Mini Grant Recipients Notified by the Utah Department of Health: April 1, 2010

Mini Grant Start Date: July 1, 2010

Mini Grant End Date: June 30, 2011

Instructions

FY11 COMPREHENSIVE CANCER MINI-GRANT APPLICATION INSTRUCTIONS

Comprehensive Cancer Control (CCC) mini-grants are intended to fund projects that implement strategies from the 2006-2011 Utah Comprehensive Cancer Control Plan. The plan was written by members of the Utah Cancer Action Network (UCAN) and other Utah cancer stakeholders. The goals, objectives, and strategies in the plan were determined by this group to be the highest issues for cancer control in Utah. The CCC mini-grants are provided through Centers for Disease Control and Prevention (CDC) funding that the Utah Department of Health (UDOH) receives. The plan is available to view or download here -

<http://health.utah.gov/ucan/partners/pub/pdfs/UtahCancerPlan080206.pdf>.

FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

All Utah community based organizations (CBO) and Local Health Departments (LHDs) are eligible to apply, but priority will be given to current and active UCAN members. UCAN membership is held by individuals who submitted a “join UCAN” form and have received a welcome letter from UCAN. These individuals may or may not represent a CBO. If you are unsure if your agency is represented or has a staff person who is a member of UCAN, please call Jodie Pond at 801-538-6750. *Non-UCAN members will have an automatic 5 point deduction on their score sheet.*

CBOs may not apply for funds for general operating expenses or indirect costs. Applications that show collaboration with other UCAN members will be given higher priority. Projects that **only** include health fairs or assemblies as their primary way of implementing strategies will be considered a low priority.

What activities will these grants support?

These grants are to support projects and/or activities that address strategies in the [2006-2011 Utah Comprehensive Cancer Plan](#). Applicants must have a plan for evaluating their proposed project as it relates to their chosen strategies. These funds are not to support general health fairs or to fund cancer screening. These funds must be spent by June 30, 2011.

What do we need to do in order to receive these funds?

- Plan an activity or project that implements at least one strategy from the state cancer plan and will occur between July 1, 2010 and June 30, 2011.
- Read the instructions provided, then completely fill out the information in the application form and submit it by **March 11, 2010** at 5:00 p.m. to Jodie Pond. Please submit it electronically to jpond@utah.gov or you may fax it to 801-538-9495, attn: Jodie Pond.
- You may apply for between \$1,000 and a maximum of \$5,000 for your project or activity. The amount of the award will depend on the number of applications.
- There may only be one application per CBO.
- For questions and technical assistance please contact Jodie Pond, 801-538-6750, jpond@utah.gov

AWARD DECISIONS AND REQUIREMENTS

How the applications will be scored

Applications from UCAN members and those that demonstrate collaboration between UCAN members will be considered for funding first.

Only complete applications will be considered for funding. All sections must be completed. They include; contact information, UCAN membership, timeline, strategy addressed, narrative, budget, in-kind contribution, objective, strategies, evaluation, and previous mini-grant success/progress.

All applications will be reviewed by a 5 member panel. Three members are from the UCAN Executive Committee (and not UDOH staff) and two are UDOH Cancer Control employees. All applications will be scored. UCAN members can score a maximum of 25 points and non-UCAN members can score a maximum of 20 points for each application.

Notification and payment

Awardees will be notified of their award by **April 1, 2010**. It can take 60 to 90 days to process payment through the state system. Payment may also be delayed if the applicant does not return grant contract documents in a timely manner. The applicant must be prepared to end the project and spend all funds by June 30, 2011 no matter when funding was received. Depending

on your agency's role, below are a few scenarios on how you may receive your grant payment for the full amount.

- If you are a CBO, a check for the full amount will be sent to you after the contracts are signed.
- If you are a local health department, your current UDOH contract will include the strategies from your application and you may start invoicing after the contract is signed.
- If you are a state agency, your payment will be made through an intra-agency transfer after the contracts are signed.

Reporting Requirements

One report will be required. A final report will be due July 15, 2011. Forms will be provided to you for these reports. Not submitting required reports may adversely affect an applicant's future funding.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Please read the information below closely. Each section in the application is addressed. There are several sections that if not completed correctly may disqualify or greatly reduce the score on your application. A sample score sheet is contained in this document.

Please use the template document provided.

Contact Person

This should be the person that is responsible for implementing the mini-grant and will be available for communication or questions about the mini-grant. If your agency receives funding, you may determine that the contact person is not the person to sign the grant contract.

Membership in UCAN

Please see page 2 "Who is eligible to apply?"

Timeline for the Project

Applicants have July 1, 2010 through June 30, 2011 to complete their project. You may select to have a shorter period for the project, but may not have a longer period.

- Mini Grant application released: February 11, 2010
- Mini Grant application due: March 11, 2010, 5:00 p.m.
- Mini Grant recipients notified by the Utah Department of Health: April 1, 2010
- Mini Grant start date: July 1, 2010
- Mini Grant end date: June 30, 2011

Strategies from the 2006-2011 Utah Comprehensive Cancer Control Plan

The strategy or strategies listed in this section **MUST** be the actual wording from the plan. **Re-written or new strategies will automatically disqualify your application.** Please list the Goal #, the Objective #, and the Strategy #. It is helpful to the reviewers if you write out this information in this section.

Narrative

This section should demonstrate the background of your agency and its ability to implement the strategy. This section should also include the need in the community. Most objectives in the state cancer plan are evidenced based and your narrative should demonstrate why your project is needed using data. For example:

According to the BRFSS, in 2007, only 57% of Utahns 50 and older had had a sigmoidoscopy and/or colonoscopy in the past 5 years.

Please take a few sentences to describe your agency's relationship with UCAN. Has your agency taken a lead on a project? Worked on a committee or work-group?

Goal

This should be a single sentence that describes the bigger picture of the project. For example:

Increase the number of uninsured and underinsured Utahns that are aware of resources available to them when diagnosed with cancer.

Objective

This should be a single sentence that describes what you are trying to accomplish.

For example:

By June 30, 2011, a clinical trials awareness public relations campaign will be conducted with at least four articles being published in statewide papers.

Strategies

These are the tasks you will do in order to complete the objective.

For example:

1. *By October 31, 2010, Agency will meet with the members of the clinical trials committee to brainstorm public relations stories.*
2. *By November 30, 2010, Agency will have developed a public relations campaign for fiscal year 2011.*

Evaluation

Please include how you will evaluate your project and what will determine if this project is a success. We understand that not all projects will have quantitative data, but you must have a plan to demonstrate success of the project even if it is qualitative.

For example:

1. *Logs of media inquiries will be kept and included in the final report*
2. *Final report will include copies of media pieces (print, radio, and television), if available.*

Or

1. *A pre and post test survey will be conducted at all skin education sessions. Participants will have at least a 20% knowledge increase.*

Previous comprehensive cancer mini-grants.

If you received a CCC mini-grant in fiscal year 2009 (7/1/08-6/30/09), you are required to write a brief description of your project and your results. If you received a mini-grant for fiscal year 2010 (7/1/09-6/30/10), you are required to write a brief description of your project and progress to date. Reviewers for the mini-grants will be provided with previous applications and final reports (if applicable).

Budget needed

You must be specific and detailed in your budget. Mini-grant funds will not pay for general operating expenses and indirect costs. Mini-grant funds cannot be used to support fundraising activities for your agency. Below is an example of how your budget should be expressed:

Jane Doe	40 hours X \$10 an hour =	\$400
Brochures	1,000 brochures x \$1 a piece =	\$1,000
Copying	1,000 copies x \$.03 a copy =	\$30
Total		\$1,430

Applicant's In-kind contribution

The in-kind contribution section should be specific and detailed. Below is an example of how the in-kind budget should be expressed:

John Doe	10 hours X \$20 an hour =	\$200
Meeting Space	\$100 a month x 6 months =	\$600
Telephone	\$10 a month x 6 months =	\$60
Total		\$860

Attachments

You may attach the following to your application

- No more than 3 (three) letters of support
- No more than 3 (three) pages of supporting data.
- If your project is a collaboration with another agency, please include a letter of understanding or agreement.

Template

UCAN Community Grant Application Fiscal Year 2010-2011

Please read instructions for any questions on specific sections of the application.

Who is the contact person for this project?	
Name:	
Organization:	
Title:	Tax ID #:
Address:	
City:	Zip:
Phone:	Fax:
E-mail:	
Are you or another member of your agency currently a member of UCAN? Please check one.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Project Start Date:	Project End Date:

Which strategy (or strategies) from the 2006-2011 Utah Comprehensive Cancer Plan does this project address?
Please write a brief narrative (no more than one page using no less than a 10 pt. font) about your proposed project.
Project Goal:
Project Objective(s):
Strategies you will use to reach your goal:
Project Evaluation:
Final results or progress made on previous comprehensive cancer mini-grants:
Total Amount Requested: \$ Specific, line item budget:
Please list your in-kind contribution to the project:

Score Sheet
Fiscal Year 2011 Mini-grant scoring

Agency/Contact			
Project			
Focus Area	Description	Scoring	Total
State Cancer Plan Strategy	<i>Is it from 2006-2011 state plan? Is it the actual wording from the plan?</i>	Yes = 1 No = 0	
Member of UCAN	<i>Members are eligible for funding first.</i>	Yes = 1 No = -5	
Narrative	<i>Does it give appropriate background to agency, relationship to UCAN, project description, description of need?</i>	0-5 points	
Goal	<i>Does it describe the bigger picture?</i>	0-2 points	
Objective	<i>Does it describe what they are trying to accomplish? Is it specific?</i>	0-2 points	
Strategies	<i>Are they appropriate for the project?</i>	0-2 points	
Evaluation	<i>Is it specific? Does it describe how they will determine success?</i>	0-3 points	
Previous grant If they have not had a grant previously, give full 5 points	<i>Did they complete the project or have they made progress on the project?</i>	0-5 points	

Budget	<i>Is it specific and detailed?</i>	0-2 points	
Applicant's in-kind contribution	<i>Is it specific and detailed?</i>	0-2 points	
Total Score		25 points possible	
Reviewer's Comments			